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PROPOSED SYSTEM

1. Microfilming.

- a. OCD would microfilm all incoming and CIA-produced documents (approximately 1,000 documents daily, averaging five pages each). This would include documents borrowed from other agencies with an established due date.
- b. Single-copy documents would be microfilmed immediately after the CIA control number is assigned and one 5 x 8 $\frac{1}{2}$ photographic print would be made in order to provide two copies for parallel flow of the document through the stages of coding, setting dissemination, etc. (Experience has proved that parallel flow reduces processing time from fourteen days to approximately seven days). If Liaison Division determined that additional prints would be mandatory to fulfill initial dissemination requirements, additional prints would be made.
- c. Air Force documents would be microfilmed immediately after assignment of CIA control numbers and five photographic prints would be made to fulfill initial dissemination requirements as agreed with Air Force (see Note). Parallel processing would proceed from this point.

Note: In accordance with a memorandum to the AD/CD from the DD/I dated 1 July 1953, an agreement has been negotiated with the Director of Intelligence, Hq., U. S. Air Force whereby CIA will receive an original ozalid copy of all Air Force Intelligence documents on 48 hour loan prior to Air Force processing. CIA will reproduce therefrom copies for internal dissemination, will enter CIA subject and area codes on the Air Force ozalid original and will furnish a microfilm reel of such documents to the Air Force. Benefits to be derived by CIA are 1) receipt of Air Force documents approximately ten days earlier than previously and 2) increase of approximately 10% in the number of Air Force Documents received, as represented by single-copy significant documents not previously released by Air Force. This agreement will be implemented only if Air Force will compensate CIA for costs of microfilm to be furnished Air Force and for costs of paper and chemicals for five photo prints.

- d. Multiple-copy documents would be microfilmed during progression of copies of the documents through parallel stages of processing. All copies of each document would be distributed. The present processing time for "parallel flow" documents is slightly less than seven days. Microfilming would not delay processing.
- e. About 1% of incoming material requires careful photographing but experimentation with various techniques in cooperation with Eastman Kodak representatives has reduced the volume that must be re-typed for photographing to a negligible amount.

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- f. Documents such as the Moscow telephone directory and other similar lengthy printed matter would not be microfilmed and a hard copy of the document would be filed in the Library. Such documents would be the only exception to the rule of microfilming all incoming documents.
 - g. Film of all documents would be developed and inspected while documents are progressing through other stages of processing in order that, when necessary, documents can be re-photographed without delay in initial dissemination. [REDACTED] estimates a 5% margin 25X1A5a2 for film failure due to various causes.
 - h. Two reels of film would be developed on all documents - one for CIA Library files and one for the Vital Materials Repository.
 - i. OCD film would be mounted in film sort aperture cards and filed by CIA control number in the CIA Library.
2. Reference Service.
- a. Intelligence officers would continue to select documents from Intellofox listing and, if the selection is extensive, would further refine the selection by viewing the film sort cards through a viewer.
 - b. Requests for prints of documents would be filled by running the film sort cards through a small mobile photostat machine which is capable of producing fifteen 5 x 8 $\frac{1}{2}$ photographic prints per minute. This machine has been designed especially for this operation at no cost to CIA for the research and development. The perfected machine produces a clear, readable stabilized (temporary - fades after several years) print.
 - c. Intelligence Officers would be provided prints on a retain or destroy basis, and a record would be made of issuance of the print.
 - d. The film sort card would constitute the only CIA Library record of a document. No printed copies of documents would be maintained in or returned to the Library except the small volume of lengthy printed matter on which filming is not practicable.

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